



CalWORKs Program – Folsom Lake College

Monthly Student Self Reported Educational Hours Verification Sheet

Academic Year 2018-2019



Dear FLC CalWORKs Students,

FLC CalWORKs students at each of our sites are required to turn in “participation/enrollment/attendance documents” on a monthly basis, per their county worker. To maintain timely completion of these requests, students will be required to take an active part in their completion. Those students, who are attempting coursework which includes any of the **Activity Types** listed in the grid below, should attach this completed form to their county “participation/attendance verification document”, see the examples below:

- **Sacramento County DHA – Monthly Attendance/Progress Report & Support Services Request Form**
- **EI Dorado County DHS – Participant Attendance/Progress Report**

Any Sacramento County DHA or EI Dorado County DHS “Attendance/Progress Reports” submitted to FLC CalWORKs staff without this sheet completed will be completed and returned reporting **only the actual in person class time** – course time committed to required **online classes, labs, work-experience coursework, etc.** in the prior month will not be included – you must actively request to have this information included. Therefore, accurate verification of all educational activities will be the responsibility of each student. So please take the necessary time to complete this sheet each month, attach it to your “Attendance/Progress Report” and then submit them both to your FLC CalWORKs Advisor on the first of each month to ensure timely processing and return.

Activity Type	Day of the Month																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
All Online Course Hours																																	
All Lab Hours																																	
All Work Experience Hours																																	
All Other Hours Completed																																	
Name of Activity																																	

(Complete only those sections above that are relevant to your educational coursework within Los Rios Community College District during the specific month for which you are requesting information.)

Print Student Name: _____ Month: _____ Student Telephone: _____

Required Student Signature: _____ Date: _____ Student ID: _____

El Dorado Center
 Building B Student Services
 6699 Campus Drive
 Placerville, CA 95667
 530-642-5648

Folsom Lake College
 Aspen Hall – Center for Excellence
 10 College Parkway
 Folsom, CA 95630
 916-608-6560

Rancho Cordova Center
 EOPS/CalWORKs Office
 10259 Folsom Blvd
 Rancho Cordova, CA 95670
 916-361-6305